

VACANCY ANNOUNCEMENT

Embassy of the United States of America
Freetown, Sierra Leone

VACANCY No: 17-2011

OPEN TO: All Interested Candidates within and outside the Mission

POSITION: Warehouseman/Truck Driver

OPENING DATE: May 23, 2011

CLOSING DATE: June 06, 2011

WORK HOURS: Full-time; 40 hours/week

GRADE: *Not-Ordinarily Resident: FP-BB (To be confirmed by Washington)

*Ordinarily Resident: FSN-03

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

SEE DEFINITION FOR “NOT-ORDINARILY RESIDENT” BELOW.

The United States Embassy in Freetown is seeking an individual for the position of Truck Driver/Warehouseman. The position is located in the General Services Section and reports to the Property Management Supervisor.

FUNCTIONS OF POSITION:

Drives large trucks to move cargo or container from Sea Port to Embassy facilities and residences. Operates fork lift and other material handling equipment to off load and move materials to storage areas. Opens storage crates and breaks down pallet loads, using hand trucks and other material handling equipment. Opens lift vans with household effects. Counts total numbers of boxes in lift vans, verifying individual box numbers prior to delivery. Assists in checking storage areas to ensure items are properly stored in correct locations, thus preventing safety and fire hazards.

Packs out household effects for Departing Americans: Assists in conducting pre-pack out survey; packs out direct HHE, weighs, loads, labels and seals the lift vans and air-freight boxes. Picks up empty container from Sea Port for loading of outgoing HHE. Wraps furniture to protect the finish and

upholstery. Drives trucks to move the loaded containers to the Sea Port for shipment to final destination.

Assists in keeping storerooms clean. Assists in processing expendable/non-expendable supply requests; assembles requested items; loads and delivers items, and sets up office and household furniture. Assists in conducting inventories of Embassy properties at the residences.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **Education:** Completion of Secondary school required.
2. **Experience:** Two years of combination of driving, warehouseman and laborer experience is required.
3. **English Ability:** Level 2 English Language ability (limited) in reading and spoken English required.
4. **Other Criteria:** Must be familiar with local traffic laws and area traffic patterns. Must have working knowledge on property management. Must be able to understand the locations of various types of supplies and property items. Must be able to recognize property by sight and from oral description.
5. **Other Skills:** Basic vehicle maintenance knowledge. Ability to perform arduous physical work. Must be able to operate forklift for moving items from one location to another or to storage rooms. Must carry a valid driving license for light or heavy duty truck.
6. **Interpersonal Skill:** Must be able to communicate well to Supervisor regarding instruction and needs of passengers. Must be able to work well with other members of the Property Management Team.

SELECTION PROCESS:

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (DS-174); available on the internet at http://freetown.usembassy.gov/job_opportunities.html and
2. A current resume or curriculum vitae.
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

The Human Resources Section
(Application for Warehouseman/Truck Driver)
Embassy of the United States of America
Southridge, Hill Station
Freetown
FAX: 076-515-075

NOTE: Only short listed applicants will be contacted.

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- US citizen;

- Spouse, Domestic Partner or child who is at least age 18; (children include natural offspring, stepchildren, adopted children and children under permanent legal guardianship of the Employee, Spouse, or Domestic partner).

- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;

- Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, or at an office of the American Institute in Taiwan and

- Does not receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign or Civil Service

Other family members or dependents on direct-hire Foreign, Civil, or uniformed service member's travel orders are not AEFMs or US Citizen EFMs for purpose of 3 FAM 8200.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen AEFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American

USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: June 06, 2011

The US Mission in Freetown provides equal opportunity and fair and equitable treatment in Employment to all people without regard to race, color, religion, sex, national origin, age, Disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.